

# FINAL



## WEARE BOARD OF SELECTMEN MEETING MINUTES February 03, 2007 Center Woods Elementary School

**PRESENT:** Heleen Kurk, Chairman; Joseph Fiala, Vice Chairman; Donna Osborne, Selectman; Thomas S. Clow Selectman; A. Craig Slattum, Selectman

**TOWN ADMINISTRATOR:** Fred Ventresco

**RECORDING SECRETARY:** Chairman Heleen Kurk

### **8:30 a.m. Chairman Kurk called the meeting to order.**

Chairman Kurk said that there was only one item that the Board needed to discuss before going forward with the deliberative session and that was whether the bottom line of the default budget was to stay the same or be decreased by \$44,500. If the default budget was to be reduced she wanted it to be done at the beginning of the deliberative session.

Vice Chairman Fiala referred to an email received from the Finance Committee the evening before stating the Finance Committee would not support the proposed budget if salary increases were included in the default budget.

Selectman Slattum reiterated that when he was selectman previously, salaries were included in the default budget.

Chairman Kurk stated that she was in favor of salary increases but that they did not belong in the default budget as she has stated before.

Vice Chairman Fiala also stated that he supported salary increases but that they should not appear in the default budget. He said that he found the Finance Committee's thinking illogical but agreed that the wage increase should not appear in the default budget. He expressed concern that including the raises in the default budget would make the proposed budget less likely to pass, as evidenced by the vote of the Finance Committee. He said that the Board should focus on the proposed budget and work to get it passed.

Selectman Clow said he did not like the idea of changing his mind, and that he supported salary increases, but that he would do what was in the best interest of the voters.

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Selectman Osborne said that she needed to recuse herself from the vote because her husband is a town employee.

Vice Chairman Fiala made a motion to decrease the default budget by \$44,500, which is the same amount of salary and benefit increases for town employees that was included in the operating budget. Chairman Kurk seconded the motion. A vote was taken. The motion passed 4-0.

Chairman Kurk said that she would inform those assembled at the beginning of the budget discussion that the default budget has been decreased by \$44,500.

**Motion to adjourn at 8:58 a.m.**

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**ADJOURNMENT**

A True Record.

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Chairman Heleen Kurk, Recording Secretary

WEARE BOARD OF SELECTMEN  
MEETING MINUTES  
July 16, 2007

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**PRESENT:** HELEEN KURK, CHAIRMAN; TOM CLOW, VICE CHAIRMAN; DONNA OSBORNE , SELECTMAN; JOE FIALA, SELECTMAN

**TOWN ADMINISTRATOR:** Fred Ventresco

**RECORDING SECRETARY:** Joanne Johnson

Guests: Linda Ajello, Paul King, Mike Atkinson, Chris Hague, Susan Morin, Carl S Knapp, Jon Osborne, Donald Burke, Dale Chase, David Erikson

**6:00 p.m. Chairman Kurk called the meeting to order and led the assembly in the Pledge of Allegiance. Chairman Kurk invited public comment. There was none.**

### **DEPARTMENT HEADS:**

**Paul King & Linda Ajello - emergency operations plan adoption.** Mr. King discussed the 2005 grants for emergency operations and the hazard mitigation plan, indicating that the priority "haz mat" plan was completed in 2006. Ms. Ajello gave some background including the following: meetings were started in 10/06 and ended in 5/07. The Emergency Operations Plan is a guide for the Town to respond to disasters (natural and manmade). The Emergency Operations Plan (EOP) needs to be updated by 2007 to receive federal homeland security funding. The EOP needs to include 16 emergency support functions, including terrorism. The basic plan covers operations. The larger part covers the 16 emergency support functions, including a terrorism annex. After the EOP is adopted by the BOS, it will be sent to the Bureau of Emergency Planning. Mr. King stated that this EOP will be a foundation for dept. heads and will play a communication role between depts. in an emergency. Chairman Kurk asked how often the EMP should be reviewed to stay current. Mr. King indicated that it hadn't been updated since 1998. He further stated that it's a living document and should be updated at least annually, if not continually. Ms. Ajello stated it should be updated annually and brought to the BOS. Chairman Kurk asked Mr. King to stay on top of it. She asked that all depts. get a hard copy and cd, Mr. King agreed. There were no questions from BOS. **Selectman Fiala moved, which was seconded by Vice Chairman Clow, to accept the Emergency Operations Plan as submitted on 7/16/2007. Passed 4-0-0.**

**Christine Hague: flood repair update:** Ms. Hague indicated that she has received three estimates for flood repair. Insurance will cover the interior repairs. They raised \$4,600 through fundraising efforts. The high estimate was \$ 9,147 and the low estimate was \$7,480. Be Dry Systems of ME was the low bidder and the company she is leaning towards. Be Dry has done work for the Library previously and the work has been satisfactory, with no flooding problems. **Be dry** would take a different approach than the other companies. They would install floor drains and hook to the existing **Be Dry** system. They would need to raise the carpet to make the connection. It would take five weeks. A second pump would be required to work when the power is off. During the period of repairs, they would need to exit on the south side. They would install a wide connection to the 4" pvc, by digging down to the existing 4" pvc. All proposals require cutting into the stairs on the lower level. The second bidder cannot tie into the existing system, so they would need drainage to be dug. Chairman Kurk asked if that would overload the sytem. Ms. Hague responded that she had asked that question and was told that there is a lifetime warranty and the company says it absolutely has the capacity. Chairman Kurk said she hoped there would be a connection with the school. Carl Knapp spoke and said that it needs to be done regardless. He looked it over the quote tonight and thought it looked good. Ms. Hague: indicated that Harry Wetherbee suggested installing a gutter drain pipe. She discussed a French drain system, which would occur on the west side of the Library. She indicated that there are drainage and safety issues, which should be addressed sometime soon. Park and Rec. suggested putting in a catch basin, to run drainage out to East Rd. or a suitable pipe to take it offsite. Chairman Kurk said that the money should come from the Government Building and Maintenance Fund, which has \$64,751 in it. After deducting \$20,000 for the air conditioner, which probably hasn't been taken out of this fund, it looks like there is \$44,000 available in this Fund. The cost of the Library's flood repairs will come to \$7,480, not including the electrical component. Ms. Hague feels that it is reasonable to estimate \$200 for electrical, \$200 for elevator, \$200 for plumbing (to remove 2 toilets and reinstall) for a total of \$8,080. Chairman Kurk stated that they need to get this done. Selectman Fiala asked what the time frame is to get started. Ms. Hague stated that Be Dry is available the last week of July and should take 5-6 weeks for the cement to cure. **Vice Chairman Clow moved, which was seconded by Selectman Osborne, to approve \$8,080 to be taken from the Building and Maintenance Fund for the installation of a French drain system in the Library by Be Dry System, according to the specs in their proposal, which would include other work, including electrical, the movement of toilets and a visit by an elevator co., if necessary. Passed 4-0-0.** Selectman Osborne and Chairman Kurk complimented Hague on her great work. Hague invited BOS members to Sharon's farewell celebration: on 7/26, from 1-2:30 for punch and cookies,

**Carl Knapp: compactor:** Mr. Knapp mentioned that he found a lease co. in NH, and gave some information to the BOS. He indicated that the price is not firm yet. The company prefers to do leases over \$500,000/. Chairman Kurk asked how this lease

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compares with purchase. Mr. Knapp stated that they would be paying interest on the lease, in the amount of \$7-8M over 60 months. He suggests leasing, since they don't have any other choice. He said they can repair the compactor, but they would be throwing their money away since it's not going to last. Selectman Fiala asked who is responsible for maintenance on the lease. Mr. Knapp stated that they are responsible for maintenance, but there is a warranty. Vice Chairman Clow asked if it is ours at the end of the lease. Mr. Knapp confirmed that it will be. Vice Chairman Clow said that it is more like buying it on credit. Chairman Kurk asked what happens if it is refused at the Town Meeting. Mr. Knapp said that they plan on setting it up as a 60 month lease, but that they can pay for it at any time to stop the interest charges. Vice Chairman Clow asked if it is brand new equipment. Mr. Knapp confirmed that it is. Vice Chairman Clow asked if the payment of \$804 is a monthly payment and asked if there is enough for the \$2,500 down payment. Mr. Knapp: feels that they can come up with most of it and they have \$3,500 available for trade in also. Chairman Kurk asked how this lease will show up in a default budget. Mr. Knapp said it was up to the BOS. Chairman Kurk said that from now until March they need to figure out how to get the money, and in March, they will need to get a warrant article. She asked if the lease is a qualified use of the compactor fund. Mr. Knapp confirmed that the fund is for purchases, not repairs. Chairman Kurk stressed that they have to make sure the voters understand the need. Mr. Knapp spoke of the advantages of a newer compactor, including the higher capacity for trash in the trailer, which will cut hauls by 1/3 in a year's time. At the rate of 210 trailers a year, this will save 70 hauls/year at \$160 ea., resulting in a savings of \$10,000/yr. Chairman Kurk asked about the cost to purchase a new compactor. Mr. Knapp replied that the estimated cost is \$70,000. Vice Chairman Clow asked if this is the brand that they would normally buy. Mr. Knapp confirmed that it is, and they are the only company offering local servicing. They install and service themselves. The Town has been working with them since Mr. Knapp has been here. Chairman Kurk asked for confirmation that the present compactor is questionable from day to day. Vice Chairman Clow asked for a breakdown of the costs, specifically about the \$18,000 in the compactor fund, the \$3,500 trade in, leaving a \$3,500 balance, which needs to come out of budget to reach \$25M. Chairman Kurk asked Mr. Knapp what he can do without. She also asked why more money wasn't requested for reserve fund. Mr. Knapp indicated that it was defeated two years ago. Last year they were hoping to squeeze out another year. Chairman Kurk stated that the prudent thing to do is to move forward and avoid costing the Town more money. She emphasized that normally they would go to the voters, but that this is an emergency situation. Selectman Fiala said she felt that it was a reasonable contract. Vice Chairman Clow said to go ahead, but don't touch the operating budget; stick with \$18M + \$3,500. Chairman Kurk said that she is very nervous, but it is not doable coming out of the operating budget. **Selectman Fiala moved, which was seconded by Vice Chairman Clow, to enter into the lease agreement with Kingswood Leasing for \$65,059, at an interest rate of 7.59%, coming from the Trash Compactor Replacement Fund. Passed 3-0-1 (Selectman Osborne abstained).** Chairman Kurk stated that this will save the Town money over the long term. They need to let the committees know that it is an emergency and which Capital Reserve Fund it will come out of. She said to fill out form. Selectman Fiala asked for an update on how the evening hours are working out. Mr. Knapp reviewed the numbers and stated that starting from 3:30 p.m. there were about about 50 people coming down on the first day. Approximately 57 people came down early in the first morning and were turned away. Chairman Kurk thanked Mr. Knapp.

**Approval of meeting minutes.** Chairman Kurk noted that the BOS waited for Vice Chairman Clow's return to approve the minutes of the 6/18/07 meeting. **Selectman Fiala moved, which was seconded by Selectman Osborne, to accept the amended 6/18/07 minutes Passed 4-0-0.** Chairman Kurk reviewed changes to the 7/2/07 minutes. **Selectman Fiala moved, which was seconded by Selectman Osborne, to accept the amended 7/2/07 minutes. Passed 3-0-1 (Vice Chairman Clow abstained).** **Selectman Fiala moved, which was seconded by Vice Chairman Clow, to accept the minutes of 7/9/07. Passed 3-0-1 (Chairman Kurk abstained).**

**Chairman Kurk authorized the BOS to sign manifests and order the Treasurer (Deputy) to sign checks dated July 19, 2007. Selectman Osborne 2nded the motion. Passed 4-0-0.**

Accounts Payable	\$24,804.74
Gross Payrolls	<u>42,557.54 (includes Credit Union and Taxes)</u>
Total	\$67,362.28

**David Erikson, President of the Stone Fund** –Mr. Erikson gave some background on the Stone Fund. He said that the Fund includes all religious bodies in town, and was started with \$10,000 in 1896 to be available to single women and widows, originally born in Weare, who were experiencing financial hardship. It has been changed slightly to include women who have lived in Town since coming home from the hospital. They would like to change it to include women who may not have lived here all their lives. Mr. Erikson requested that the Trustees of trust funds manage the investments, so they do not lose money, since they lost some money recently. . Mr. Erikson updated the BOS on Riverdale. They are keeping it the same except for the composition of the Board, to include only one Selectman, and they are inviting the Welfare Officer to attend. Chairman Kurk stated that only single women who are not receiving welfare funds are eligible for the Stone Fund. Vice Chairman Clow asked how much is in the Fund now. Mr. Erikson indicated that the Fund has \$100,000 in it and that they give out \$3-4,000 each year, mostly in winter. There have been six recipients in recent years. Vice Chairman Clow asked if they specify the use of the funds. Mr. Erikson indicated that they don't.

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Chairman Kurk said it is still close to original intent, but has been updated to current times. Mr. Erikson wanted to be free to make judgments. The procedure is to deliver it to court in Nashua, who reviews it, files and accepts it. Then Attorney General's office gets a copy. There could be a hearing, or not. Chairman Kurk said that originally the Selectmen chose recipients, but that that became cumbersome. Now the BOS just needs a copy, as does the Town Clerk. BOS all signed the form.

**Selectman Fiala - Custodial job description.** Chairman Kurk asked for clarification between maintenance versus cleaning. Mr. Ventresco noted that they can never include every aspect of job and asked for clarification between the one year of maintenance experience required and light maintenance. Selectman Fiala noted that maintenance equates with keeping it clean. Light equates with fixing things. Vice Chairman Clow is ok with it as it stands, but should add *includes but not limited to...* clause to give some latitude. A discussion took place regarding the job description. Chairman Kurk asked to have a date put on the bottom and to use the proper paper. **Selectman Fiala moved, which was seconded by Vice Chairman Clow, to accept the part time custodian job as amended on 7/16/2007. Passed 4-0-0.**

### **Mr. Ventresco: Administrative report:**

- **Credit card** – Mr. Ventresco noted that Jan indicated they need a total spending limit set first, before applying for the credit card. Vice Chairman Clow reviewed the original reason for applying for the credit card, which was due to an airfare charge. He stated that this purpose could exceed the lower limit discussed previously. Chairman Kurk noted that it is not practical for a custodian or Park and Rec. committee member going to Home Depot to use their personal credit card. Vice Chairman Clow replied that airfare is a more expensive item. Selectman Osborne would like to keep the limit lower, and feels that \$3,500 is ok to start with. Selectman Fiala feels that \$3,000/dept. is enough. He also stated that the credit card will be the best method, for tracking purposes and earning money back. Mr. Ventresco replied that they won't be able to earn money back because it is not a personal credit card. Chairman Kurk said the employees are bound by their own budgets. Selectman Fiala noted that they are also bound by the vendors they can use. He thinks they should go with a maximum amount each dept. can use. Chairman Kurk reiterated that employees can't go on a spending spree, but disagrees that they shouldn't differentiate between depts. Vice Chairman Clow reminded the BOS that they need something in order to apply for the card. He reminded the BOS that they had \$24,000 in accounts payable just this week. That would not make \$3,000/dept. too high. He would like to make it the same for all depts. now and then set up something that differentiates between depts. later. Chairman Kurk feels that they should give a bottom line for the whole thing and start with \$25,000. Selectman Fiala suggested setting that dept. limit as a percentage of the budget. Vice Chairman Clow agreed to go ahead with that figure. Mr. Ventresco will get a proposal to be ready for next meeting, with a limit by each dept. **Selectman Fiala moved, which was seconded by Vice Chairman Clow, to apply for credit cards, with a limit up to \$25,000/mo., as discussed at the last meeting. Passed 4-0-0.**

### **Chairman Kurk called for a break at 8:02, and resumed the meeting at 8:12.**

- **BOS and treasurer conversations – set up a meeting.** Chairman Kurk indicated that Don said sooner would be better, rather than later. This will be a conversation with an internal group, including: Deputy Treasurer, 2 Selectmen, Fred, Jan & Tina. It will not be a posted meeting, just people getting together to know what their responsibilities are. Vice Chairman Clow said it is a good idea. Have a two- step process to work on communication and then bring it to BOS. Chairman Kurk will ask Selectman Clark to be part of the conversation and Vice Chairman Clow indicated that he would like to also.
- **Ferrante Deed (fish and game),** Attorney General is balking that BOS didn't authorize Chairman Kurk to sign. **The Weare Board of Selectman hereby authorize its Chairperson, Heleen Kurk, to sign the Conservation Easement Deed document consummating the Ferrante Property purchase that was approved by Town Meeting vote of Article 24 at the 2006 Annual Town Meeting. The decree was signed by the BOS.**
- **Moving fax line for Naomi.** Chairman Kurk noted that her concern in moving the fax line to Naomi is the cost of long distance phone calls to Integrus, which are not in her budget, and she shouldn't be paying that. The line still is in the cable room.
- **Municipal records committee** – all BOS don't need to go to it. Can be the BOS' designee, doesn't have to be the entire BOS. Selectman Osborne will be on the committee. Mr. Ventresco will also be on the committee.
- **Liquor license** – The State hasn't called back yet. Chairman Kurk checked with area towns and found only one town, which holds public hearings. There is no ordinance to that and should go to the Planning or Zoning Boards, not BOS. The Liquor Commission indicated there is a 15 day limit. Chairman Kurk feels it should go to the Police Dept. Her concern is the effect on the neighborhood. Vice Chairman Clow said he is confused because he never heard anything about a public hearing. Chairman Kurk feels that it is because it is outside at a campground. Vice Chairman Clow asked if it is to drink on site or selling at a store. There is a big difference. Chairman Kurk asked Mr. Ventresco to find out and get back to the BOS.

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- **Firewall** –Mr. Ventresco asked whether he should send out a request for a proposal or should they pay someone to write specs for them. Vice Chairman Clow discussed the air conditioner as a good example of how a request for proposal benefited them. He also noted that the request for a proposal is too open of a process. There needs to be some secretiveness to it from supplier to supplier. Selectman Fiala agrees with this, but added that they had an expert on the Committee. Mr. Ventresco said he is not comfortable with having to choose between the various options, if sending out a request for a proposal. He would need someone to write the specs and pay them. Chairman Kurk concern is having the person who writes the specs then bid on the job. Selectman Fiala said that the concerns were different than just that. The person was on the Committee. Chairman Kurk would prefer to pay someone who is knowledgeable and who doesn't have an interest in doing the job. Selectman Fiala said that they need to compare apples to apples. Chairman Kurk asked Mr. Ventresco to check to see if this is a qualified use of the Computer Fund and get back to them. Also, find someone who is not going to bid on it and check with neighboring towns.

**Selectman Fiala** – The project for prisoners at Chase Park includes painting/clean up of the horse sheds. He needs to spend money on paint, lumber, lunches. Chairman Kurk said there are things in the horse shed which won't be moved until 9/1. Selectman Fiala indicated that the Government Building Line has \$24,000 left. He'll let BOS know. Selectman Osborne noted that the prisoners are available to help. Just ask

### Chairman Kurk:

- **Judy Rogers – The Town approved an increase in the elderly exemptions in 2007.** In 2006, the reval. caused values to increase, so taxes increased. The will deal with only those people who have a true hardship, DRA told her that \$18,000 will go into overlay when they set the tax rate. They need to decide whether to give as abatements or deal with on a true hardship basis, and not an abatement basis. Vice Chairman Clow said that the warrant article is clear for 2007. He asked why they are bothering to have this here at all, because it can be done without the voters. Selectman Fiala said it is backhanded to ask them to vote and tell them that is not what they did. Chairman Kurk said that they need to let Judy know that they are not prepared to abate the \$18,000, but would look at it case by case, by hardship. Decided by consensus.
- **State pushing costs onto county for nursing homes.** This will not be in effect until 2009/2010, but the County would be held harmless. It wouldn't kick in until 2011. They can't give a reasonable estimate, because it is so far out.
- **Walk through at middle school** – Will take place on either 7/26 or 7/27, before 3 p.m., preferably in the morning. Chairman Kurk asked the BOS to look at their calendars. She will speak to Chip and make it for 8 a.m. on either 7/26 or 7/27.
- **Cabinet** – Will looked at it, and it will go in the corner with the equipment inside. It came from the school, at no cost to the Town. More stuff has been put down at the horse shed, including boards and chairs. She promised Carl that everything would be dispersed by 9/1. She asked the BOS members to look at it and see what could be used. Mr. Ventresco will also speak to the staff
- **Local Government Center has sent municipal volunteer award forms** – think about who might be good for a nomination.
- **Selectman Fiala** discussed signs. They could use a sign at the Town Hall directing people to the Town Offices. He asked what it should say and where should they should get it. Chairman Kurk noted that a company in Henniker gave them a good price. Selectman Fiala asked what kind of sign they should get. Chairman Kurk described the problems with existing signs. Vice Chairman Clow mentioned that he stopped at Jutras Signs today and Flagworks. The price for a 25 ft. sign is \$1,145 + installation. As far as signs go, he would like to see tasteful signs. Chairman Kurk said that if Vice Chairman Clow would you deal with the flagpole issue, she will deal with the sign.
- Seminar on excavation on 8/15 put on by DRA. Vice Chairman Clow and Chairman Kurk will attend
- Cable committee meeting with BOS tomorrow, 7/17 at 6 p.m.
- **Appointment: Selectman Osborne moved, which was seconded by Selectman Fiala, to appoint Neil Kurk as an alternate to the Zoning Board of Adjustment, Passed 3-0-1 (Chairman Kurk abstained).**
- Chairman Kurk asked Mr. Ventresco to check that Wendy has given the nonpublic minutes to Evelyn.
- **Chairman Kurk informed the BOS that she is stepping down as Chairman and would like to nominate Vice Chairman Clow. Selectman Fiala 2nded the motion. Passed 3-0-1. (Vice Chairman Clow abstained) Chairman Kurk said that she has a chance of a lifetime. Vice Chairman Clow said he is willing to accept the nomination with apprehension. He feels that he will have a hard time living up to the model Chairman Kurk has set. Selectman Fiala nominated Selectman Osborn for Vice chairman. Chairman kurk seconded the motion. Passed 3-0-1 (Chairman Kurk abstained).**

9:21 Chairman Kurk motioned to go into nonpublic session, pursuant to RSA 91-A:3; (e) pending litigation. All said yes.

**FINAL**

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**Joanne Johnson, Recording Secretary**

**7/20/07**